30	Dual Credit Course		
KDE Contact (Data Steward)	Jarrod Slone	New	8/3/2016
Description	Dual credit is defined in KRS 158.007(8) as "a college–level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study."		
Data Standard Reg sites, data use, etc.	• KEES – 11 KAR 15:090 • Dual Credit Scholarship Executive Order		
How is data used	• KEES bonus for Dual-Credit Courses • Dual Credit Scholarship (DCS) Report • Local Education Assignment Data (LEAD) Reporting		

Noted Changes for current year	• New Custom Data Elements on Course tab:
	   o DCS School
	   o DCS Lab Indicator
	• Course Name Requirement Change for Dual Credit Scholarship		

Available Ad-Hoc & Reports	*Path: Ad Hoc Reporting > Data Export > State Published >* ***curriculum*** *Dual Credit Courses* (To verify Dual Credit course setup)		
Available Training	16-17 BOY IC Training see Dual Credit Scholarship session Dual-Credit Course Indicators Guidance Course Data Standard		

30A	Dual Credit Course
Campus Path:	Scheduling > Courses

For complete details on defining a course, see the Course Data Standard. Items below contain directions specific to Dual Credit course setup.

Name: Name should be the Post-Secondary Course short name followed by number, with any additional text coming after the first 9-digits. AAAA NNNN format (include a space (one space no dashes or underscores) between the Abbreviation and Number). If the Post-Secondary course short name or number are only 3 characters each, spaces should be added to account for the placeholders needed. For example, Biology 105 should be BIOL 105 or English 101 should be ENG 101 .

- To prepare for future data pulls for the Dual Credit Scholarship Program, each dual credit course should be set up as a separate course in Infinite Campus using the Post-Secondary Course Abbreviation and Course Number.
- Any additional text may be added to the Name after the first 9-digits. This text can be used to differentiate two identical dual credit courses taken at different Post-Secondary institutions. (Example: BIOL 101 BCTC and BIOL 101 UK)

State Code: Every course must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the Academic Course Code Lists, which can be found on the Kentucky Uniform Academic Course Code webpage.

- There are some specific course codes that exist for Dual Credit courses. You should use these course codes when they are appropriate before using the other state course codes.

GPA Weight: Weight of course grade for Grade Point Average (GPA) calculation only. For KEES calculation, the GPA Weight must equal the High School credits attempted.

Type: Select if course is Virtual or Performance Based.
- Virtual – select if the student is taking a virtual course offsite. If the student passes this course, then the school will become eligible for Average Daily Attendance (ADA) funding for that student.
- Performance - select if course is a Performance-Based Course. If any students pass this course, then the school will become eligible for ADA funding.
    - [Performance-Based Credit](#) may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, 704 KAR 3:303, regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.

Difficulty Level: This should be marked as DC: Dual Credit. Required for KEES and for the Dual Credit Scholarship (DCS) Program.

Teaching Method: (The methods used for instruction) Choose from the drop down menu the appropriate teaching method for this course section
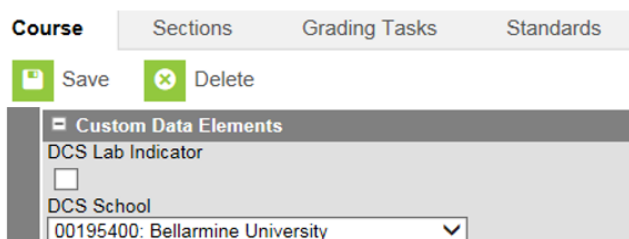- 11: Dual Credit – District Offered – dual credit course taught by a teacher employed by the district, and students **are not enrolled in the NAF Academy.**
- 12: Dual Credit – College Offered - dual credit course taught by a teacher employed by a postsecondary institution, and students **are not enrolled in the NAF Academy.**
- 17: NAF Academy Dual Credit – District Offered – dual credit course taught by a teacher employed by the district, and students **are enrolled in the NAF Academy.**
- 18: NAF Academy Dual Credit – College Offered – dual credit course taught by a teacher employed by a postsecondary institution, and students **are enrolled in the NAF Academy.**

Instructional Setting: (The location where instruction takes place) Choose from the drop down menu the appropriate instructional setting for this course section.
- 01: Onsite Classroom – course taught primarily in the school building.
- 02: Offsite CTE – course taught at a vocational school away from the school building.
- 03: Offsite College – course taught at a postsecondary institution.
- 04: Home/Hospital –course taught in a home/hospital setting.
- 05: Online – course taught online.
- 06: Blended Learning – course taught in a setting consisting of both face-to-face instruction and online learning. Ideally, blended learning consists of 40-60% of the course being delivered online or digitally. There has to be that face-to-face component delivered by a highly qualified teacher. The digital/online content ideally should be created, reviewed and/or endorsed by a highly qualified teacher in that content area.

Attendance: The checkbox should only be checked if a staff member is taking attendance for this course daily. The attendance checkbox cannot be checked if the course uses the Type Virtual or Performance-Based.

New Custom Data Elements on Course Tab

DCS School: (The post-secondary institution teaching the dual credit course) Choose the post-secondary institution teaching the course from the drop down menu. This selection will populate the field "College Code" on the Dual Credit Scholarship report submitted to KHEAA. If the course is a dual credit course with a post-secondary institution not participating in the Dual Credit Scholarship program, please choose 00000000: Non-Participating Post-Secondary School.

Note: The drop down list of participating post-secondary institutions is updated each year, therefore this field must be reviewed annually for adjustments.

DCS Lab Indicator: Check this box if the course is a Lab taken in conjunction to a dual credit course.